



Transcript Retrieval Procedure

Please follow these simple steps for downloading an unofficial transcript and send it via email to gkenig@depaul.edu.

1. Turn off Pop-Up Blocker
2. Log into your Campus Connection
3. At the top of the page, click on the blue "Student Center" tab
4. In the first drop down box at the top of the page (under the "Academics" heading), select: "Transcript: View Unofficial" then click the blue ">>" arrows

(This will take you to the "View Unofficial Transcript" page)
5. In the "Report Type" drop down box, select "Unofficial Transcript"
Then Click the green "View Report" button

(Your transcript will appear as a PDF file)
6. Save the document to your computer and attach to an email to send to the above email address.